

NATIONAL WEATHER SERVICE MANUAL 1-401

September 26, 2006

***Administration and Management
Human Capital, NWSPD 1-4***

EMPLOYEE RECOGNITION

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This directive supersedes NWSM 1-401, Employee Recognition, dated November 17, 2004. Two new awards were added: (1) NOAA Technology Transfer (NOAA wide) and (2) Max Kohler (NWS wide). Also, added more clarification to the DOC Gold, Silver and Bronze Medal Awards.

<u>Signed by John E. Potts for</u>	<u>September 12, 2006</u>
Robert J. Byrd	Date
Chief Financial Officer/ Chief Administrative Officer	

Employee Recognition

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1. Introduction. This Manual provides guidance on employee recognition programs in the Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), and National Weather Service (NWS) and the NWS's procedures for completing the processes. Our intent is to ensure that individuals are knowledgeable of the processes and are able to successfully complete them in accordance with DOC, NOAA, and NWS policy. In addition, this Manual explains the Chief Financial/Chief Administrative Office, Management and Organization Division's (W/CFO3) role in the processes and identifies the necessary actions of the Financial Management Centers (FMCs). Questions about NWS awards procedures may be directed to CFO3 staff at (301)713-1698.

2. DOC Gold Medal Award.

- a. Definition. The Gold Medal is the highest honorary award granted by the Secretary of Commerce. A Gold Medal is defined as distinguished performance characterized by extraordinary, notable or prestigious contributions that impact the mission of DOC, NOAA, or its operating units, such as NWS.
- b. Categories. Employees can receive a Medal for leadership, personal and professional excellence, scientific/engineering achievement, organizational development, customer service, administrative & technical support, and heroism.
- c. Award Type. Medals are given to individuals, groups, or organizations (single or joint).
- d. Eligibility. All federal, DOC employees are eligible; supervisory and non-supervisory. They must have received a "meets or exceeds expectations" or "eligible" rating for the most recent rating cycle.
- e. Criteria. To warrant a Gold Medal Award, a contribution must focus on qualitative and quantitative performances measures cited in the Department's Strategic Plan and be identified in one of the following categories meet at least one of the following criteria: +
 - *Leadership*
Recognizes personal leadership and management of an organization that produces substantial, innovative achievements, resulting in high quality service to the agency.

- In addition, this area recognizes:

creativity and innovation
external awareness
flexibility
resilience
motivation
strategic thinking
vision

- Achievements may include, but are not limited to:

significant improvements in program effectiveness

efficient use of resources

sensitive and difficult assignments of major importance achieved through great personal initiative, commitment, effort, and competence

improvement in labor-management relations

leadership which encourages employee freedom to make decisions and to maximize the scope for individual initiative within a given job

acumen in developing breakthrough strategies or concepts in finding new and effective ways of accomplishing the agency's mission

leadership in the productive use of teams that cross organizational and agency boundaries

leadership which models and rewards behaviors conducive to the effective management of diversity

- *Personal and Professional Excellence*

Recognizes those who demonstrate an outstanding level of accomplishment in furthering the agency's mission

Achievements are to be derived from all occupations and functional areas of the Department, including, but not limited to:

administration
information technology
labor-management relations
legal
trade

- *Scientific/Engineering Achievement*

Recognizes scientific/engineering or technological breakthroughs that:

resolve longstanding problems
radically advance the state-of-the-art
significantly impact Commerce or the economy
significantly advance the understanding, knowledge, or mastery of a given discipline

- Achievements may include, but are not limited to:

authorship or editorship that affects the primary principles of the discipline involved
opening up new fields of inquiry
redefining major issues of investigation
contributions to the body of knowledge in a given field

- *Organizational Development*

Recognizes those whose accomplishments contribute to creating an organization culture that is constantly learning and growing; one which maximizes employee potential and fosters high ethical standards.

- Achievements may include, but are not limited to:

designing and implementing successful organization-wide programs which facilitate meeting management/supervisory responsibilities for mentoring and coaching

being widely recognized as an individual whose capabilities and relationships have had a direct and positive impact on the career development of a significant number of others

creating an environment in which teamwork thrives, one which reflects knowledge sharing, trust, pride, commitment, self-direction, and group identity, and one in which teams have produced extraordinary results

- *Customer Service*
- Recognizes those who provide or foster a culture which nurtures world-class customer service
- Achievements in customer service may include, but are not limited to:

activities related to establishing measurements and standards for improving service

implementing and continuously assessing performance against standards for improvements

- Accomplishments are expressed in measurable terms, such as:

cycle time
cost reduction
increased courtesy
quality to customers

- *Administrative/Technical Support*

Recognizes those who demonstrate an outstanding level of accomplishment in providing administrative and technical support.

- Achievements reflect dedication and hard work which enable or assist the work of their fellow employees and may include, but are not limited to:

advancing the goals of the team, office, division, operating unit or Department through outstanding performance

creative or innovative problem solving

developing new systems, methods or procedures

- *Heroism*

- Recognizes a special one-time service or act of heroism by an employee or group of employees that is in the public interest or connected with or related to official employment. Heroism is defined as exhibiting courage, daring, and self-sacrifice.

- Achievements may include, but are not limited to:

voluntarily risking one's own life, knowingly, while saving or attempting to save the life of another person

displaying extraordinary skill or resourcefulness in assisting law enforcement officers, firefighters, or search and rescue professionals in saving or attempting to save the life of another person

demonstrating courage in risking one's own life to protect or preserve government or private property

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| f. | The Call. | The Department initiates the call in March. NOAA forwards the information to the Line Offices (LOs). |
| g. | Nominator. | All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the Office/Regional director must concur. |
| h. | Package Requirements. | Nominations are sent electronically and in hard-copy format from the Office/Regional director to W/CFO3. |
| i. | Review | Three reviews are held to approve/disapprove nominations. |

Requirements. Reviews are done at the NWS, NOAA, and DOC levels.

The NWS review is conducted by the Personnel Management Advisory Committee (PMAC); this committee consists of Office/Regional Directors. The Deputy Assistant Administrator (DAA) chairs the panel. PMAC approved nominations are submitted to NOAA through a web-based, electronic system; the Honor Awards Nomination System (HANS), by the nominating Office/Region.

The NOAA review is conducted by the NOAA Incentive Awards Board (NIAB); one representative from each LO and one representative for the Staff Offices serve on this board for approximately a two-year period.

The DOC review is conducted by the Department's Incentive Awards Board (DIAB); each bureau has a senior official to serve on this board.

- j. Recognition. Recipients receive a framed certificate distributed at a public recognition ceremony. Individuals and each member of a group receive a framed certificate. A single organization receives one engraved plaque and each joint organization receives its own framed certificate.

3. DOC Silver Medal Award.

- a. Definition. The Silver Medal is the second highest honorary award granted by the Secretary. A Silver Medal is defined as exceptional performance characterized by noteworthy or superlative contributions which have a direct and lasting impact within DOC, NOAA, or NWS.
- b. Categories. Employees can receive a Medal for leadership, personal and professional excellence, scientific/engineering achievement, organizational development, customer service, administrative & technical support, and heroism.
- c. Award Type. Medals are given to individuals, groups, or organizations (single or joint).

d. Eligibility. All federal, DOC employees are eligible; supervisory and non-supervisory. They must have received a “meets or exceeds expectations” or “eligible” rating for the most recent rating cycle.

e. Criteria. To warrant a Silver Medal Award, a contribution must focus on qualitative and quantitative performance measures cited in the Department's Strategic Plan and be identified in one of the following categories must meet at least one of the following criteria:

- *Leadership*

Recognizes personal leadership and management of an organization that produces substantial, innovative achievements, resulting in high quality service to the agency.

- In addition, this area recognizes:

creativity and innovation
external awareness
flexibility
resilience
motivation
strategic thinking
vision

- Achievements may include, but are not limited to:

significant improvements in program effectiveness

efficient use of resources

sensitive and difficult assignments of major importance achieved through great personal initiative, commitment, effort, and competence

improvement in labor-management relations

leadership which encourages employee freedom to make decisions and to maximize the scope for individual initiative within a given job

acumen in developing breakthrough strategies or concepts in finding new and effective ways of accomplishing the agency's mission

leadership in the productive use of teams that cross organizational and agency boundaries

leadership which models and rewards behaviors conducive to the effective management of diversity

- *Personal and Professional Excellence*

- Recognizes those who demonstrate an outstanding level of accomplishment in furthering the agency's mission

- Achievements are to be derived from all occupations and functional areas of the Department, including, but not limited to:

administration
information technology
labor-management relations
legal
trade

- *Scientific/Engineering Achievement*

- Recognizes scientific/engineering or technological breakthroughs that:

resolve longstanding problems
radically advance the state-of-the-art
significantly impact Commerce or the economy
significantly advance the understanding, knowledge, or mastery of a given discipline

- Achievements may include, but are not limited to:

authorship or editorship that affects the primary principles of the discipline involved
opening up new fields of inquiry

redefining major issues of investigation
contributions to the body of knowledge in a given field

- *Organizational Development*
- Recognizes those whose accomplishments contribute to creating an organization culture that is constantly learning and growing; one which maximizes employee potential and fosters high ethical standards.
- Achievements may include, but are not limited to:

designing and implementing successful organization-wide programs which facilitate meeting management/supervisory responsibilities for mentoring and coaching

being widely recognized as an individual whose capabilities and relationships have had a direct and positive impact on the career development of a significant number of others

creating an environment in which teamwork thrives, one which reflects knowledge sharing, trust, pride, commitment, self-direction, and group identity, and one in which teams have produced extraordinary results

- *Customer Service*
- Recognizes those who provide or foster a culture which nurtures world-class customer service
- Achievements in customer service may include, but are not limited to:

activities related to establishing measurements and standards for improving service

implementing and continuously assessing performance against standards for improvements

- Accomplishments are expressed in measurable terms, such as:

cycle time
cost reduction
increased courtesy
quality to customers

- *Administrative/Technical Support*

- Recognizes those who demonstrate an outstanding level of accomplishment in providing administrative and technical support.
- Achievements reflect dedication and hard work which enable or assist the work of their fellow employees and may include, but are not limited to:

advancing the goals of the team, office, division, operating unit or Department through outstanding performance

creative or innovative problem solving

developing new systems, methods or procedures

- *Heroism*

- Recognizes a special one-time service or act of heroism by an employee or group of employees that is in the public interest or connected with or related to official employment. Heroism is defined as exhibiting courage, daring, and self-sacrifice.

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| f. | The Call. | The Department initiates the call in February. NOAA forwards the information to the LOs. |
| g. | Nominator. | All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the Office/Regional director must concur. |
| h. | Package | Nominations are sent electronically and in hard-copy format |

Requirements. from the Office/Regional director to W/CFO3.

- i. Review Three reviews are held to approve/disapprove nominations.
Requirements. Reviews are done at the NWS, NOAA, and DOC levels.
The NWS review is conducted by the PMAC. PMAC approved nominations are submitted to NOAA through a web-based, electronic system; the HANS, by the nominating Office/Region.

The NOAA review is conducted by NOAA Incentive Awards Board (NIAB).

The DOC review is conducted by the DIAB.

- j. Recognition. Recipients receive an engraved plaque distributed at a public recognition ceremony. Individuals and each member of a group receives an engraved plaque. A single organization receives one engraved plaque and each joint organization receives its own engraved plaque.

4. NOAA Bronze Medal Award.

- a. Definition. The Bronze Medal is the highest honorary award granted by the Under Secretary of Oceans and Atmosphere. A Bronze Medal is defined as superior performance characterized by outstanding or significant contributions, which have increased the efficiency and effectiveness of NOAA.
- b. Categories. Employees can receive a Medal for leadership, personal and professional excellence, scientific/engineering achievement, organizational development, customer service, administrative & technical support, and heroism.
- c. Award Type. Medals are given to individuals, groups, or organizations (single or joint).
- d. Eligibility. All federal, DOC employees are eligible; supervisory and non-supervisory. They must have received a “meets or exceeds expectations” or “eligible” rating for the most recent rating cycle.
- e. Criteria. Contributions must focus on qualitative and quantitative performance measures cited in the Department's Strategic Plan and

be identified in one of the following categories meet one or more of the following criteria:

- Accomplishing improvements in management systems that make them more effective or more efficient;
- Demonstration of unusual or creative ability in the development and improvement of methods and procedures;
- A significant contribution affecting major programs, or a scientific accomplishment; or
- Superior performance of assigned tasks with the operating unit for at least five consecutive years.

- f. The Call. NOAA's Director for Workforce Management, initiates the call. The Bronze Medal is usually announced in February.
- g. Nominator. All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the Office/Regional director must concur.
- h. Package Requirements. Nominations are sent electronically and in hard-copy format from the Office/Regional director to W/CFO3.
- i. Review Requirements. Two reviews are held to approve/disapprove nominations. The NWS review is conducted by the PMAC. PMAC approved nominations are submitted electronically and in hard copy format to the NOAA Incentive Awards Officer.

The NOAA review is conducted by NOAA Incentive Awards Board (NIAB).
- j. Recognition. Recipients receive an engraved plaque at a public recognition ceremony. Individuals and each member of a group will receive an engraved plaque. A single organization receives one engraved plaque and each joint organization receives their own engraved plaque.

5. NOAA Administrator's Award.

- a. Definition. The Administrator's Award recognizes individuals or groups who have made significant contributions to NOAA's mission. The Award is a combination honorary and monetary.
- b. Categories. Employees can receive an Award for equal employment opportunity, diversity, scientific research, public service, engineering development, environmental conservation, policy development, administrative support, public affairs, and information systems.
- c. Award Type. Awards are given to individuals and groups.
- d. Eligibility. Eligibility for the Administrator's Awards includes all NOAA employees (only Federal employees, as defined in [5 USC 2105](#), are eligible); members of the Senior Executive Service may receive honorary recognition but remain ineligible to receive the monetary award.
- e. Criteria The following criteria will be considered:
- the importance of the nominee's personal contribution to NOAA programs and the extent or degree to which it served an urgent need;
 - the uniqueness and originality of the nominee's contribution;
 - whether the contribution brought unusual credit to NOAA and the DOC;
 - whether the nominee's contribution resulted in an unusually important and clearly demonstrated improvement in a NOAA program;
 - if a nominee is a supervisor, whether his or her specific contribution demonstrates significant leadership skills such as the ability to lead and guide a competent staff, develop staff talents, and successfully run a productive program;
 - exceptional leadership, skill, ingenuity, or ability displayed in administration or performance of duties, which accomplished significant savings in money, time, staff resources, or equipment;

- creation or development of a major improvement in a service which results in a high degree of benefit to NOAA or the DOC;
- successful implementation of new or improved policies in NOAA;
- exceptional skill and ingenuity in focusing on policy needs;
- contributions in engineering development in the areas of applied technology systems or equipment developed; and
- important scientific research contributions.

- f. The Call. NOAA's Director for Workforce Management, initiates the call. The Administrator's Award is usually announced in December.
 - g. Nominator. A supervisor and/or manager must nominate an employee. The Office/Regional director must approve the nomination.
 - h. Package Requirements. Form CD-326 is required for the Award. The CD-326 must include a certificate citation, program booklet citation, category, and a nomination justification. The nomination is submitted to W/CFO3 in hard-copy, with appropriate signatures.
 - i. Review Requirements. Two reviews are held to approve/disapprove nominations.

The NWS review is conducted by the PMAC. PMAC approved nominations are forwarded to NOAA by W/CFO3.

The NOAA review is conducted by NOAA Incentive Awards Board (NIAB).
 - j. Recognition. Recipients receive an engraved plaque and a \$5,000 monetary award at a ceremony. In the case of a group award, the award is split equally among the members.
6. NOAA Distinguished Career Award.
- a. Definition. The Distinguished Career Award is designed to recognize long-term achievement in advancing the goals and mission of NOAA. The award is honorary.

- b. Categories. Employees can receive an award for management and supervision, scientific achievement, professional achievement, administrative or technical support, and clerical/support services.
- c. Award Type. Awards are only given to individuals.
- d. Eligibility.
 - Nominee must be designated as eligible for an Honor Award.
 - Nominee must be a current or retired (less than one year after retirement) NOAA employee. Nominee must have at least fifteen years of Federal service, the ten most-recent with NOAA
- e. The Call. NOAA's Director for Workforce Management, initiates the call. The Distinguished Career Award will coincide with the annual call for Honor Awards.
- f. Nominator. A supervisor and/or manager must nominate an employee. The Office/Regional director must approve the nomination.
- g. Package
 - Nominations must be submitted electronically on the career award submission document (CD-326), which includes a narrative in a word document, that does not exceed two pages; including the award justification.
 - Requirements. The justification must emphasize specific examples of the continued, outstanding contributions and accomplishments of the nominee.
- h. Review Requirements.
 - Two reviews are held to approve/disapprove nominations.
 - The NWS review is conducted by the PMAC. PMAC approved nominations are forwarded to NOAA by W/CFO3.
 - The NOAA review is conducted by NOAA Incentive Awards Board (NIAB).
 - A maximum of fifteen Career Awards winners will be selected annually. Two winners will be selected from each category with five additional recipients selected "at-large."
- i. Recognition. Recipients receive an engraved plaque at a ceremony. The awards will be presented annually by the Under Secretary at the NOAA Honor Awards Ceremony.

7. NOAA Unit Citation Award.

- a. Definition. The Unit Citation Award recognizes groups of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's mission. The award is honorary.
- b. Categories. None
- c. Award Type. Awards are given to groups of employees.
- d. Eligibility. All employees are eligible; supervisory and non-supervisory. They must have received a "meets expectations" or "eligible" rating for the most recent rating cycle.
- e. Criteria. Consideration for a Unit Citation is given, but not limited to, those contributions which:
 - are outstanding enough to bring unusual credit and/or favorable attention to NOAA and DOC;
 - result in greatly advancing or furthering NOAA programs;
 - accomplish significant savings or improvements in NOAA's operating programs; or
 - represent outstanding service to the public.
- f. The Call. Awards are generated when a nominating official deems it appropriate; no formal call is generated.
- g. Nominator. A supervisor and/or manager must nominate the group. The Office/Regional director must approve the nomination.
- h. Package Requirements. Form CD-326 is required for the Awards. Nominations are submitted to W/CFO3 via e-mail, and in hard-copy, with appropriate signatures.
- i. Review Requirements. The Workforce/Human Capital Committee (WHCC) of the NWS Corporate Board reviews the nominations (a formal meeting is not

usually required). The DAA approves the nominations.

- j. Recognition. Recipients receive one engraved unit plaque and individual certificates for each group member. Offices may have their own ceremony.
8. NOAA Employee/Team Member of the Month Award.
- a. Definition. Employee/Team Member of the Month Award recognizes one NOAA and one non-NOAA employee each month who have made significant contributions to NOAA programs. The Employee/Team Member of the Month Award is defined as exceptional and sustained effort toward accomplishment of NOAA's mission. The award is honorary.
 - b. Categories. None
 - c. Award Type. Awards are given to individuals.
 - d. Eligibility. Nominees for the Employee of the Month, must be employees at NOAA. They cannot be FMC Directors or members of the SES.

Nominees for the Team Member of the Month, must be a non-NOAA employee, e.g., contractor (National Data Buoy Center, Radar Operations Center, etc.). They must meet the goals of their contract or agreement. This is to give credit to the outstanding people who make our NOAA programs a success but are not actually Federal employees.
 - e. Criteria The following criteria will be considered:
 - the importance of the contribution and extent to which it served to contribute to NWS programs;
 - the enhancement of NWS service; and
 - the originality of the contribution and the inspiration it may serve to other employees toward excellence of performance.
 - f. The Call. Award opportunities are rotated throughout the LOs. NOAA generates a schedule for the calendar year. Each month two LOs are responsible for selecting one employee and one team member.

The selecting LO usually selects a winner every 9 months, for each category.

- g. Nominator. Any supervisory or non-supervisory employee may nominate an employee. NWS employees can also nominate employees from other LOs during their designated month. Nominations submitted by an employee must be forwarded to the supervisor of the nominee and his/her Office/Regional Director (for assessment and approval).
- h. Package
 Requirements. Nominations are submitted on the NWS nomination form. Nominations are submitted to W/CFO3 via e-mail, and in hard-copy, with appropriate signatures. The nomination should not exceed one page.
- i. Review
 Requirements. The WHCC of the NWS Corporate Board reviews the nominations (A formal meeting is not usually required). The Assistant Administrator (AA) for Weather Services approves the selectee.
- j. Recognition. Recipients receive a certificate signed by the Under Secretary for Oceans and Atmosphere, as well as publicity in the form of poster displays, a page on the NOAA website, and NOAA Report articles including the names and photographs of those recognized. Recipients receive their awards shortly after they are announced. They are formally recognized at other awards ceremonies (i.e., Administrator's, Bronze, etc.)

9. NOAA Technology Transfer Award

- a. Definition. The Technology Transfer Award recognizes NOAA scientific, engineering, and technical employees for: (1) inventions or other outstanding scientific or technological contributions of value to the United States due to commercial applications and (2) exemplary activities that promote the domestic transfer of science and technology developed within NOAA and result in the use of such science and technology by American industry or business, universities, State or local Government, or other non Federal parties.
- b. Categories None

- c. Award Type Awards are given to individuals
- d. Eligibility NOAA scientific, engineering, and technical personnel, including personnel in research management positions, are eligible for this award. Former NOAA employees whose contribution(s) were made during employment with NOAA are also eligible. Employees in administrative positions are not eligible. The award may be given to groups as well as individuals.
- a. Inventions, innovations, or other outstanding contributions leading to commercial applications of NOAA research and development. Achievements under this criterion include, but are not limited to:
- The early recognition of potential commercial applications of NOAA R&D; submission of invention disclosures that result in patent applications, and; the successful negotiation of Cooperative Research and Development Agreements.
- b. Exemplary activities that lead to the use of NOAA R&D to increase productivity in American industry or business, universities, State or local Governments, or other Federal agencies. Achievements under this criterion include, but are not limited to:
- The transfer of NOAA-developed software; providing training for data interpretation, analysis and prediction techniques; and/or providing assistance through personnel exchanges and/or the use of NOAA unique facilities.
- e. Criteria The following factors are to be considered as evidence that the award is deserved:
- the scope, difficulty, or uniqueness of the contribution or activity;
 - individual initiative or creativity and quality of the contribution or activity;
 - technical benefits to United States industry, business, universities, state or local governments, or other Federal agencies;

- recognition of the achievement by organizations other than NOAA;
- commercial adaptation or further utilization of the NOAA invention, innovation, or contribution; and
- contributions leading to successful licensing or successful negotiation of Cooperative Research and Development Agreements.

The achievement must have taken place within 3 years of the nomination. The nominee must not have received a NOAA Technology Transfer Award in the three previous years.

- f. The Call The Technology Transfer Awards are due in mid-May with the call-for nominations issued in March
- g. Nominator Nominations may be initiated by any NOAA employee with the approval of the nominee's supervisor, the director of the nominee's office/ region, and by the AA. Employees may not nominate their supervisor.
- h. Package
 Requirements Nominations will be submitted on a CD-326, "Recommendation for Recognition." Nominations should be no more than two pages in length. The nomination must include a certificate citation not to exceed 20 words.
- i. Review
 Requirements The following procedure will be followed during the selection review process:
 - a) The WHCC of the NWS Corporate Board reviews the nominations Requirements. (A formal meeting is not usually required). The Assistant Administrator (AA) for Weather Services approves the selectee
 - b) Nominations will be submitted to the NOAA HRMO. The NOAA IAP Officer will review the nominations for basic eligibility.

- Eligible nominations will be forwarded to the Technology Transfer working group. The Technology Transfer working group shall consist of:

Chief, Office of Research and Technology Applications -
Chairman Representative from each NOAA LO/SO/PO
NOAA Incentive Awards Officer, Executive Secretary

- The Technology Transfer working group will meet, review all eligible submissions, and forward their recommendation to the Under Secretary for Oceans and Atmosphere.
- The Under Secretary will make the final selection.

- j. Recognition A cash award of \$2,500 will be given, as well as a certificate signed by the Under Secretary for Oceans and Atmosphere. The maximum number of awards is one per year, but if no outstanding candidate is nominated, no award need be made.

10. NWS On-The-Spot Award.

- a. Definition. The On-The-Spot Award Program provides another mechanism for recognizing good performance that is in-line with the NWS mission and goals. It should be used along with other incentive programs to provide quick and meaningful recognition. The use of this program is not mandatory. The decision to participate should be based on a careful examination of the requirements.
- b. Categories. An employee can receive an award for any worthy accomplishment. Examples that could lead to a nomination are as follows: planning a special event, which is particularly successful, completion of a short term project, handling an unusually heavy workload, partnership and team efforts, exceptional service to customers, or exceptional commitment to quality and efficiency.
- c. Award Type. Award is given to individuals or groups.
- d. Eligibility. All NWS employees are eligible, except for members of the SES, FMC Directors, Presidential Appointees, Contractors, Volunteers, or Post-Secondary Interns (i.e., AISES, HCAU, ORAU, TWC,

Minority Access, etc.). NOTE: Federal employees from other Federal agencies and private citizens are also ineligible.

- e. The Call. Each participating Regional/Office Director will take the necessary steps to publicize the program throughout their servicing offices.
- f. Nominator/
Package All employees may submit nominations on a CD-326; however, a supervisor must sign and forward to the approving official for Requirements. review and endorsement.
- g. Document Nominations are received by the approving official, or his/her Requirements. designee. After the form is approved, a copy will remain in the approving official's file (for the merchandise inventory process).
- h. Merchandise. Using the government purchase card (local funds), the office manager at each participating site will procure the merchandise. Approving officials shall ensure that the merchandise meets the following guidelines: the merchandise shall be honorary in nature (something that the recipient will value), able to be worn, displayed, or used in the recipient's work environment, include the DOC, NOAA, or NWS seal or logo, not exceed \$75 in value, and not total more than \$125 per employee, in a single performance year.
- i. Recognition. The recipient will receive a specific piece of merchandise (matched with the type of recognition) assigned by the approving official.

The supervisor will present the merchandise along with a copy of the CD-326 to the recipient. The award should be presented to the recipient as soon after the contribution as possible. The presentation should be in full view of the recipient's peers in a way that ties the award directly to the performance.
- j. Reporting. The office will report annually on the quantity and value of merchandise procured, the disposition of merchandise, and the quantity and value of merchandise remaining on site. The report is due by October 30 and will cover the preceding fiscal year. The office will submit the report to their FMC Director, who will consolidate reports from their participating offices and forward a summary report to W/CFO3.

11. NWS Isaac M. Cline Award.

- a. Definition. The Isaac M. Cline Award recognizes operational excellence of line and program staff employees in the delivery of products and services supporting and enhancing the achievement of NWS strategic and operating plans. The awards are named in honor of Isaac M. Cline, one of the most recognized employees in weather service history. Mr. Cline made numerous contributions to the mission of the Weather Bureau. Most noteworthy of his accomplishments were the actions Isaac Cline took during the Galveston hurricane of 1900, the deadliest weather event in U.S. history. Isaac Cline's acute understanding of weather conditions, and his heroic forecasts and hurricane warnings saved several thousand lives.

The award has 3 levels of recognition. The first echelon recognizes deserving employees in the local office (WFOs, RFCs, CWSUs, etc.). The second echelon recognizes deserving employees within a Region/Office. The third echelon recognizes employees NWS-wide.

- b. Categories. Employees can receive an award for meteorology; hydrology; hydrometeorology; engineering, electronics, and facilities; program management and administration; support services; leadership; upper air observation; and outreach.
- c. Award Type. Awards are given to individuals or teams in all categories, except Upper Air Observation; only teams are awarded in that category.
- d. Eligibility. All NWS non-supervisors and non-managers are eligible for the award in all categories. Supervisors and managers (non-SES) are only eligible for the Leadership, Program Management/Administration, and Outreach categories. Members of the SES are ineligible for all categories.
- e. Criteria. Awards are to recognize substantial accomplishments in support of the NWS mission, which demonstrate one or more of the following:
- technical proficiency - demonstrating an outstanding level of accomplishment in furthering the agency's mission. Achievements can include: producing and delivering quality weather, hydrologic

and climate forecasts and warnings you can trust when you need them most; using cutting edge techniques; eliminating weather related fatalities; and improving the economic value of weather information.

·initiative and creativity - demonstrating an outstanding level of accomplishment in creativity or innovative problem solving, or developing new systems, methods, or procedures.

·productivity - providing or fostering a culture that provides services in a cost effective manner. Activities may include, but are not limited to: establishing measurements and standards for improving service; or, implementing and continuously assessing performance against standards for improvements. Accomplishments are to be expressed in measurable terms, such as cycle time, cost reduction, and/or quality to customers.

·teamwork - demonstrating dedication and hard work enabling or assisting the work of their fellow employees (may include advancing the goals of the team, office, division, Center, Region, Office or the NWS.)

- f. The Call. The award is announced by W/CFO3. The call is generated in May. The period of recognition is June 1st to May 31st for all categories except Upper Air Observations; its period of recognition is August 1st to July 31st.
- g. Nominator. Any NWS employee or customer may submit a nomination to the appropriate local level supervisor.
- h. Package Requirements. Nominations must be submitted on form CD-326. Nominations must cite the category for which the nomination is being submitted. Please be sure to include a brief citation for the accomplishment; around 150 words. A hard-copy, with appropriate signatures is required. Local level nominations are due to the local level supervisor in June. Regional/Office level nominations are due to the appropriate director in July. National level nominations are due to W/CFO3 in September.
- i. Review Requirements. Three reviews are held to select winners for each level of competition. Level one, the local level, the Local Office Team

(LOT) in the office reviews and selects one winner in each category (except Upper Air Observations; competition begins at the Regional level for this category). If there is no LOT, the supervisor will complete this process. Winners at the local level are forwarded to the second level of competition; the Office/Regional level. The Regional/Office Director in conjunction with the National Weather Service Employees Organization (NWSEO) Regional Chair/National Weather Service Headquarters representative-at-large, will review and select one Regional/Office winner for each category. Winners at the Regional/Office level are forwarded to the third and final level of competition; the National level. The AA, Deputy Assistant Administrator (DAA), Deputy Chief Financial Officer, NWSEO President, NWSEO Executive Vice President, and NWSEO designees will review and select one winner in each category (a formal meeting is not usually required).

- j. Recognition. Recipients receive a certificate of recognition (at the 1st level of competition), a region or office engraved plaque (at the 2nd level of competition), and a National award shadowbox and/or engraved plaque (at the 3rd level of competition) at a ceremony in NWS Headquarters, starting 2005. NOTE: At the National level, individual winners receive a shadow box; groups receive one shadow box and individual engraved plaques.

National award recipients receive a \$5,000 monetary award. In the case of a group award, the award is split equally among the members.

12. NWS Max Kohler Award.

- a. Definition. The Max Kohler Award recognizes meritorious service sustained for a period of years contributing to the fulfillment of the hydrologic forecast and flood warning mission of the NWS. Individuals recognized by this award are honored primarily for sustained accomplishments in (1) the improvement of data observation, collection, and analysis, and (2) flood or water management forecast production and dissemination resulting in higher forecast accuracies and/or extension of warning lead times. The award is named in honor of Max A. Kohler, who is one of the most nationally and internationally renowned hydrologists of all times.

- b. Categories. None.
- c. Award Type. Awards are only given to individuals.
- d. Eligibility. The award is primarily oriented toward recognizing the performance of general work force employees such as hydrologic or meteorological forecasters, service hydrologists, research hydrologists, technicians, etc. However, the award may at times be presented to supervisors, or possibly in very rare situations to individuals external to the NWS who have made some significant sustained contribution to fulfill the NWS hydrologic mission. There is no implied intent that a person must be near retirement to merit the award.
- e. Criteria. To warrant a Max Kohler Award, a contribution must be made meeting at least one of the following criteria:
- Prepare and/or disseminate hydrologic products which contribute to saving lives, reducing property damage, or increasing economic productivity.
 - Perform research, analysis, and/or development resulting in improved hydrologic forecasting capabilities.
 - Provide high quality hydrologic training/education for NWS or other personnel.
 - Develop, utilize, and improve cooperative efforts with communities, states, Federal and other agencies.
 - Contribute toward maintaining, improving, and/or implementing high quality and effective hydrologic service.
 - Demonstrate significant public service in areas not connected with NWS which bring favorable publicity to the NWS and its employees while continuing to maintain effective professional competence.
- f. The Call. The Hydrologic Services Division (HSD) in the Office of Climate, Water, and Weather Services (OCWWS) initiates the call in January. The OCWWS Director forwards the call for nominees via email to the NWS Corporate Board members.

- g. Nominator. All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the regional headquarters manager responsible for overseeing the regional hydrology program must concur.
- h. Package Requirements Nominations are sent electronically and in hard-copy format from the regional headquarters manager responsible for overseeing the regional hydrology program to the Chief of OCWWS HSD.
- i. Review Requirements An evaluation board consisting of the Chief, OCWWS HSD; Chief, Hydrologic Laboratory in the Office of Hydrologic Development, and the five regional headquarters managers who oversee regional hydrology programs will consider nominations annually. The Board will make a recommendation to the OCWWS Director, who will announce the recipient. While nominations would be invited each year from all NWS managers of personnel working with the Hydrologic Services Program, the award would be presented only when the evaluation board considered there were candidates that truly merited the award.
- j. Recognition. Recipients receive an engraved plaque.

13. Responsibilities of the NWS Incentive Awards Officers. The NWS Incentive Awards Officers are employees in the Management and Organization Division, of the Chief Financial/Chief Administrative Office (CFO3). They are responsible for overseeing the NWS awards process for various DOC and NOAA awards, as well as, an NWS award. They oversee the NWS nomination and review processes; they serve as the focal point for NWS FMCs; they work closely with the DOC and NOAA Awards Officers; they work with the NWS, NOAA Incentive Awards Board member, on the overall awards process for the Medals, Administrator's, and Distinguished Career Award; they serve as the point-of-contact for award recipients; they assist and/or carry-out post selection activities.

13.1 Overall Responsibilities.

- Keep FMC apprised of information related to the various awards:
 - generate the initial call memo;

- answer any questions during the nomination and selection processes;
 - follow up with FMC on incomplete nominations;
 - attend the PMAC meeting (for the Medals and Administrator's Awards) to record the results and convey details on current and previous nominees;
 - notify managers of selections; and
 - convey post selection information.
- Receive and review nominations from NWS FMCs:
 - initial nomination packages; and
 - nomination re-writes (if necessary).
- Work with the DOC and NOAA Incentive Awards Officers:
 - receive the initial notification;
 - request guidance for NWS senior managers on unclear matters;
 - forward information on the final NWS nominees;
 - serve as the focal point between DOC/NOAA & NWS senior managers; and
 - assist in post selection activities.
- Work with the NWS, NOAA Management and Administration PMAC Incentive Awards Board member on the overall awards process for the Medals, Administrator's, and Distinguished Career Award:
 - ensure he/she is kept abreast of changes to nominations, due dates, etc.
- Serve as the Point-of-Contact for award recipients:
 - prepare congratulatory and informational memos;
 - convey details of post selection activities;
 - coordinate AA/DAA award reception remarks with the Communications Office.
 - coordinate internal communications strategies with the Communications Office.
 - receive travel expense information from recipients; forward information to the budget office; and
 - handle other miscellaneous matters

-coordinate news release strategies with NOAA/NWS Public Affairs Office.

- Assist and/or carry-out post selection activities:
 - plan NWS reception ceremonies;
 - oversee the preparation of award plaques;
 - plan and coordinate activities for the NWS National level Isaac M. Cline Awards Ceremony; and
 - forward plaques to non-attending recipients.

14. Responsibilities of the NWS FMCs in the Awards Process.

The FMCs are responsible for:

- Forwarding the award calls to their offices;
- Answering any questions associated with the call or forwarding the questions to CFO3;
- Reviewing incoming nomination for completeness;
- Following up on incomplete nominations;
- Selecting the Regional/Office level winners for the Cline Awards;
- Forwarding nominations to CFO3;
- Facilitating the re-write process (if needed) during the reviews;
- Inputting approved nominations into the HANS; and
- Notifying the approved award recipients.

APPENDIX A

DEFINITIONS OF THE TYPES OF AWARDS

TYPES OF AWARD	DEFINITION
Individual	only one person.
Group/Team	a group consists of up to ten individuals working together, where each person makes a specific substantive contribution to the achievement being recognized (a written justification is required for groups/teams with more than ten individuals). NOTE: Group limitations do not apply to the Unit Citation or Isaac M. Cline Awards.
Organization	An organization may be either an office, division, or sub-unit, which is formally recognized as a separate entity, or an ad hoc organization assembled to work on a specific project. A single organization is one office, division, or sub-unit where all or most of the employees from that organization work together on a specific project. A joint organizational award consists of two or more offices, division, or sub-units working together to complete a specific project

APPENDIX B

LIST OF OTHER DOC/NOAA
AWARDS AND THEIR WEB SITES

AWARD	DESCRIPTION
<p>Cash-In-Your-Account (CIYA) Award</p> <p>http://www.wfm.noaa.gov/awards/ciya/ciya_award.htm</p>	<p>CIYA is NOAA's variation of the Department's Cash-In-A-Flash Program. It provides an employee with immediate recognition for a non-recurring contribution.</p>
<p>David Johnson Award</p> <p>For information, the Office of the Assistant Administrator for Satellite and Information Services: Jane.Daguanno@noaa.gov</p>	<p>The award is presented by the National Space Club in honor of the first administrator of what was to become the National Environmental Satellite, Data, and Information Service (NESDIS). The award is given to young professionals who have developed an innovative use of Earth observation satellite data (alone, or in combination with non-satellite data) that is, or could be, used for operational purposes to assess and/or predict atmospheric, oceanic or terrestrial conditions.</p>
<p>Invention Award</p> <p>http://www.corporateservices.noaa.gov/%7Eaems.NAOs/Chap_202/nao.s202_451.html (Section 4)</p>	<p>An Invention Award is granted to a Federal employee for an invention which is of interest to the U.S. Government or the public and for which protection by patenting is sought.</p>

AWARD	DESCRIPTION
<p>Performance Awards</p> <p>See Appendix A of: http://www.osec.doc.gov/bmi/daos/202-451.htm</p>	<p>Performance Management and Recognition System (PMRS) Performance awards are lump-sum cash awards linked directly to the summary performance ratings assigned to employees under the Department's performance appraisal system.</p>
<p>Quality Step Increase</p> <p>http://www.wfm.noaa.gov/awards/qs/s/qshtml</p>	<p>A Quality Step Increase is a faster-than-normal, within-grade increase used to reward employees at all grade levels who display high- quality performance throughout the appraisal cycle.</p>
<p>Special Act or Service Award</p> <p>http://www.wfm.noaa.gov/awards/special_act/special_act.html (Section 4)</p>	<p>The award is granted to an employee or group of employees to recognize accomplishments in the public interest related to official duties, suggestions, inventions, or personal efforts which contribute to the efficiency and economy of or to improvements in Government operations.</p>
<p>Suggestion Award</p> <p>Http://www.corporateservices.noaa.gov/%7Eame/s/NAOs/Chap_202/naos202_451.html (Section 4)</p>	<p>A Suggestion Award is granted for an idea that contributes directly to the economy, efficiency, or effectiveness of operations.</p>
<p>Technology Transfer Award</p> <p>http://www.wfm.noaa.gov/awards/tech_transfer/techl_transfer.html</p>	<p>The award recognizes NOAA scientific, engineering, and technical employees for: (1) inventions or other outstanding scientific or technological contributions of value to the United States due to commercial applications and (2) exemplary activities that promote the domestic transfer of science and technology developed within NOAA and result in the use of such science and technology by American industry or business, universities, State or local Government, or other non-Federal parties.</p>

AWARD	DESCRIPTION
Time-Off Awards http://www.wfm.noaa.gov/awards/time_off/time_off.html	The Time-Off Award is an alternative to the Cash-In-Your-Account and Special Acts Awards. It is an excused absence granted without charge to leave or loss of pay.

APPENDIX C

LIST OF FEDERAL AWARDS AND THEIR PROPOSED ANNOUNCEMENT DATES

AWARD	DESCRIPTION
<p>Advancing Government Accountability (AGA) Elmer Staats Award</p> <p>http://www.agacgfm.org/membership/awards/</p>	<p>The award recognizes federal professionals who exemplify and promote excellence in government, outstanding leadership, ethical standards, and innovative management procedures. Recognition is given for cumulative achievements throughout a career.</p>
<p>Arthur S. Flemming Award</p> <p>http://www.gwu.edu/~flemming</p>	<p>Established by the Downtown Jaycees in 1948, the Flemming Awards honor outstanding federal employees.</p>
<p>Director's Award for Outstanding Alternative Dispute Resolution Programs</p> <p>http://www.opm.gov/er/adrlette.htm</p>	<p>This OPM award recognizes outstanding ADR programs that are focused on resolving internal employee workplace disputes. It is intended to recognize organizations that use a wide variety of approaches to making dispute resolution in the Federal Government more efficient and effective.</p>
<p>Donald L. Scantlebury Memorial Award for Distinguished Leadership</p> <p>http://www.jfmip.org/scantlebury</p>	<p>Awarded annually since 1971 to recognize senior financial management executives who have been principally responsible for significant economies, efficiencies and improvements in federal, state or local government.</p>

<p>Federal Asian Pacific American Council (FACAP) Awards</p> <p>http://fapac.org/confinfo/IndivAward-Civilian.pdf</p> <p>FACAP Home Page: http://www.fapac.org/f1/</p>	<p>FACAP grants Outstanding Individual Awards annually to an Asian Pacific American in each Federal Executive Department and Independent Agency. Award categories are:</p> <ul style="list-style-type: none"> • Outstanding Individual Leadership • Excellence in Individual Leadership • Diversity Excellence
<p>Federal Energy and Water Management Awards</p> <p>http://www.eere.energy.gov/femp/prodtech/fedenergy_awards.html</p>	<p>These awards honor individuals and organizations making significant contributions to the efficient use of energy and water resources in the Federal Government.</p>
<p>Federal Engineer of the Year Award</p> <p>http://www.nspe.org/awards/ab2-awfeyal-sj.asp</p>	<p>Awarded annually to a licensed professional engineer engaged in the practice of engineering as an employee of the Federal Government in either a technical or a managerial position.</p>
<p>Federal Executive of the Year</p> <p>No Home Page for award. Home Page for Federal Executive Institute: http://www.leadership.opm.gov/fei.html</p>	<p>The award is given to an outstanding federal executive within the senior level ranks (GS-14, 15 or SES or equivalent) to recognize extraordinary achievement in executive management and leadership at the federal level.</p>
<p>Frank Annunzio Awards</p> <p>http://www:columbusfdn.org</p>	<p>The awards are presented annually by the Christopher Columbus Fellowship Foundation to Americans whose thinking has led to creative work, process, product, or other achievements that have had a significant impact on society.</p>

Frank B. Rowlett Awards http://www.nsa.gov/ia/government/rowlettBackgrd.cfm	The National Security Agency grants these Information Systems Security National Awards annually to recognize outstanding organizational and individual excellence in the field of information systems security. The awards are granted for either a one-time or a long-term achievement in the improvement of national information systems security, information assurance readiness, or defensive information operations.
GEICO Public Service Award http://www.geico.com/federal/serviceAwards.htm	Annually, GEICO honors four federal employees and one federal retiree for special achievements and contributions to public service. Awards are granted in four categories: substance abuse prevention and treatment, fire prevention and safety, physical rehabilitation, traffic safety and accident prevention.
Government Technology Leadership Awards http://www.govexec.com/gtla	The Government Technology Leadership Awards recognize projects that make exceptional contributions to mission accomplishment, cost effectiveness and service to the public.
Hispanic Engineer National Achievement Award http://www.henac.org	The Hispanic Engineer National Achievements Awards Corporation (HENAAC) recognizes noteworthy contributions that Hispanic Americans make to science, engineering, government agencies, academic institutions, the military, and business. HENAAC focuses primarily on significant research, development and implementation of technology-related education programs.
Homeland Security Awards http://www.columbusfdn.org	The awards are made by the Christopher Columbus Fellowship Foundation for innovative thinking that has or will lead to creative work, process, product or other achievement in the homeland security area and that has or will make a significant and beneficial impact on society.

<p>HR Executive of the Year Award</p> <p>http://www.workindex.com/hreexecyear.htm</p>	<p>To recognize those executives who have demonstrated their excellence, the publication <u>Human Resource Executive</u> established the HR Executive of the Year Award.</p>
<p>Innovations in American Government Awards</p> <p>http://www.innovations.harvard.edu/content.cfm?activesection=8</p>	<p>The awards are sponsored by the Ford Foundation and Harvard University to recognize exemplary achievements, to promote excellence and creativity in the public sector, and to encourage replication.</p>
<p>Length of Service Awards</p> <p>http://www.wfm.noaa.gov/awards/length_service/length_service.html</p>	<p>Length of Service Awards are given to employees in recognition of their tenure with the Federal Government. Certificates and pins are presented in recognition of an employee's first 10 years of service with the Government and every 5 years of service thereafter.</p>
<p>Lindbergh Award</p> <p>http://www.lindberghfoundation.org</p>	<p>The award recognizes an individual for significant contributions over many years to the establishment and maintenance of a balance between our advancing technology and our natural environment.</p>
<p>National Operations Security Awards</p> <p>http://www.iooss.gov/awards/</p>	<p>The awards are granted annually to government and supporting contractor organizations and individuals who have excelled in the field of operations security and are considered members of the U.S. national security community.</p>
<p>National Public Service Awards</p> <p>http://www.aspanet.org/awards/npsaguidelines.html</p>	<p>The awards honor individuals who make outstanding contributions and whose accomplishments can be viewed as models of public service within and outside the work environment. Award winners are selected from all facets of public service: local, state, and federal governments, international organizations, public service nonprofit organizations.</p>

<p>The Office of Personnel and Management (OPM) Director's PILLAR (Performance, Incentives, and Leadership Linked to Achieve Results) Award</p> <p>http://www.opm.gov/perform/pillar.htm</p>	<p>The award is granted to recognize and publicize effective employee performance management practices that support alignment of employee performance with organizational strategic goals as well as results-oriented and customer-focused performance.</p>
<p>Presidential Early Career Awards</p> <p>http://www.nsf.gov/home/crssprgm/pecase/</p>	<p>Administered by the National Science Foundation, the Presidential Early Career Awards for Scientists and Engineers (PECASE) recognizes outstanding scientists and engineers who show exceptional potential for leadership at the frontiers of knowledge early in their careers. It is the highest honor bestowed by the U.S. Government on scientists and engineers beginning their independent careers.</p>
<p>President's Quality Award</p> <p>http://www.opm.gov/pqa/index.html</p>	<p>The award recognizes organizations and projects within the executive branch of the Federal Government that are outstanding in their implementation of the President's Management Agenda (PMA).</p>
<p>Service to America Medals</p> <p>http://www.govexec.com/pps</p>	<p>The awards pay tribute to America's dedicated federal workforce, highlighting those who have made significant contributions to our country. Honorees are chosen based on their commitment, innovation, and creativity, as well as the impact of their work on addressing the needs of the nation.</p>
<p>The Tyler Prize for Environmental Achievement</p> <p>http://www.usc.edu/tylerprize</p>	<p>The Tyler Prize is awarded for environmental science, energy and medicine conferring great benefit on mankind. The prize is administered by the University of Southern California.</p>

<p>William A. Jump Award</p> <p>No home page. Contact Jeff Boord 202-702-6113</p>	<p>The award recognizes outstanding service in administration by a Federal employee who has not reached his/her 37th birthday. The winner must demonstrate long-term resourcefulness and adherence to the principles of enlightened public service, integrity, and dedication to duty.</p>
<p>Women of Color Government & Defense Technology Award</p> <p>http://www.ccgmag.com/Conferences.htm And http://www.womenofcolor.net</p>	<p>The award is granted to a woman who works at technology's cutting edge in the government or defense sectors. Her superior performance is reflected in the high regard of all: her employer's hierarchy, knowledgeable insiders, and community leaders. She is a mentor for others and a role model for all, demonstrating the benefits of truly opening up the workplace to women of color.</p>